



CEA



CAREER EXECUTIVE ASSIGNMENT

THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT:

DEVELOPMENTAL SERVICES

POSITION TITLE:

DEPUTY DIRECTOR,
CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY DIVISION
(CEA, LEVEL B)

SALARY:

\$9,255-\$11,024

FINAL FILING DATE:

March 3, 2017

POSITION DESCRIPTION: Under the general direction of the Chief Deputy Director, this Chief Information Officer position is responsible for planning and administration of department-wide information systems, security, strategic planning, evaluation and outcome measurement systems, and e-Government for the Department of Developmental Services.

EXAMINATION PROCESS: The examination will consist of an application/résumé and Statement of Qualifications (SOQ) evaluation by a departmental evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary to make a final selection.

FILING INFORMATION: All interested applicants must submit:

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications (SOQ) - The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The SOQ must be numbered in the same order as the Desirable Qualifications and should address each of the qualifications. The SOQ must be typed in a minimum of 12-point font, single spaced, on standard sized paper (8.5" x 11"), and be no more than two pages in length. Failure to follow these instructions may disqualify you from this examination. Applicants who fail to submit a SOQ by the final filing date will be eliminated from the examination
- A résumé is optional. It may be included, but is not required, and does not replace the SOQ.

The application and Statement of Qualifications are to be **mailed** to:

Department of Developmental Services (DDS)
Personnel Services Section
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Peggie McQuillan

Questions regarding the examination can be directed to: Peggie.mcquillan@dds.ca.gov

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of information systems, public and business administration, including management and supportive staff services; principles and practices of research and audits; principles and practices of employee supervision; formal and informal aspects of the legislative process; and the administration and department's goals and policies.

Ability to: Develop and maintain cooperative and harmonious relationships with department, regional centers, the public, and others; work with professional personnel in the field related to coordination and development of services for persons with developmental needs; analyze situations accurately and take effective action; speak and write effectively; reason logically and creatively; analyze data and present ideas and information effectively; review and edit written reports; and establish and maintain project priorities.

SPECIAL PERSONAL REQUIREMENTS

Ability to perform high level and policy-influencing functions effectively.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Demonstrated ability to manage a multidisciplinary work team of IT professionals in the area of hardware and software infrastructure and the delivery of IT services to department's internal and external customers.
2. Demonstrated ability to create a clear vision, set goals and expectations, encourage leadership, motivate at all levels, and exercise sound judgment in developing and maintaining infrastructure for enterprise IT systems in support of Department's mission, vision, and goals.
3. Demonstrated experience and ability to communicate information regarding IT Network Security and issues effectively to management and other staff.
4. Demonstrated ability to solve problems, promote new ideas, and develop new approaches to achieve the Department's vision.

5. Demonstrated experience with the planning, development, maintenance, installation, and support of large system applications.
6. Demonstrated knowledge of the technical requirements of automation projects involving an extensive planning process. Experience in implementing and managing such automation projects over the course of multiple years, including vendor oversight.
7. Demonstrated ability to establish and maintain effective working relationships on behalf of the Department with executive levels of industry, State and Federal control agencies, California Department of Technology, stakeholders and the vendor community.
8. Demonstrated knowledge of the developmental disabilities system, Department's mission and values, and the State's Information Technology Strategic Plan, goals, and objectives.

DUTY STATEMENT

DS 3022 (12/2016)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
DEPUTY DIRECTOR, CHIEF INFORMATION OFFICER**

JOB TITLE: Career Executive Assignment (CEA), Level B **POSITION #:** 473-050-7500-001

POSITION DESCRIPTION: Under the general direction of the Chief Deputy Director, this position is responsible for planning and administering department-wide information systems, strategic planning, evaluation and outcome measurement systems, and e-Government.

Essential Job Functions:

- 40% Responsible for development and adoption of system-wide standards, policies, and processes, and implementation of systems that ensure the Department's Headquarters' offices, three developmental centers, one community facility, and 21 regional centers enhance communications and increase accountability, accuracy, and efficiency of operations. Ensure access to relevant information for decision-making and monitoring of programs. Serve as system-wide resource to provide recommendations and expertise on planning and implementation of effective information systems and the latest trends in information systems.
- 30% Responsible for planning and developing information systems that support and enhance the Department strategic plan goals and major work activities by assessing and measuring the Department's accomplishment of its primary objectives. Responsible for development and monitoring of evaluation systems that identify problem areas, resolutions and best practices, which lead to improved services for persons with developmental disabilities. Responsible for development and implementation of special projects, providing comprehensive support for the Department and the regional centers, improving service delivery to consumers and ensuring accurate reporting of services that enhance federal financial participation (FFP).
- 10% Responsible for development and adoption of policies and procedures to ensure that Department's databases and data processing systems are appropriate, reliable, consistent, and secure. Ensure that system development, hardware/software design, procurement, and staff training on new databases and personal computers meet Department's needs.
- 10% Responsible for the Department's compliance with the Health Insurance Portability and Accountability Act (HIPAA) that provides portability and continuity of health insurance coverage by allowing electronic data exchange for administrative and financial transactions. Ensure reporting accuracy of services provided to consumers that qualify for FFP.
- 10% Represent the Department in meetings with the Executive Directors of the state developmental centers, regional directors, high level and federal officials, advocacy groups, and the Legislature regarding information systems issues. Collaborate with executive level staff from other departments and agencies in the areas of information technology, security, e-Government, strategic planning and evaluation.

CERTIFICATION OR LICENSE: None required.